Manual for Exhibitors

Information for exhibitors

Full service package stand 2
Own stand construction.....3
Useful contacts.....4

Exhibition participation schedule

Company profile for catalogue.....5
Exhibitor staff registration.....6
Exhibitor designated attendee.....8
Exhibitors deadlines and schedules.....10

Logistics and freight forwarding

Deliveries for the exhibition – LABEL.....12
Deliveries for the Plaza and press wall – LABEL.....13
DHL freight delivery details – ENG.....14
DHL freight tariffs – ENG.....15
EUBCE 2015 - Mark your goods.....19
Press material freight.....20
Exhibitors' planning list.....22
Exhibitors meet the press.....23
Additional networking opportunities.....24
Hotel accommodation.....28

Practical information

Information about registration.....30
Exhibitor guest passes.....31
Parking at Messe Wien.....32
Vienna.....33
Terms and policies.....34

EXHIBITORS' PARTICIPATION AT A GLANCE

Exhibitors' packages: stand structure and services

Please check your bookings for details about your stand size and if you booked a lockable storage/ back room.

Each booth type will be equipped with:

- Stand wall facing your neighbour(s).
- Grey carpet tiles.
- Fascia board(s) facing one gangway,– text included – Max 20 letters.
- Additional fascia boards can be added on payment.
- 1 spotlight per 3m^2 on lighting rail, 1 triple socket outlet.
- Electric main connection up to 1,0 kW /, 220V and power consumption.
- 1 table and 3 chairs for every 9 m^2.
- 1 waste basket.
- One daily cleaning (vacuuming of floor and emptying of wastepaper baskets).
- *Storage cabin with folding door not included but available on request.*

A - 9 m^2 booth with 2 sides open and storage (if booked)

Exhibition structures / materials and their installation must comply with current European safety, accident prevention and environmental protection legislation. Failing this, the Organiser of the EUBCE, in accordance with the event venue management, may provide for removal or modification of installations or stands infringing upon current regulations.

Stand Inspection
The Exhibitor and Companies working on their behalf must comply all Laws and regulations of Public Security, as well as the whole Law system regarding health of employees.

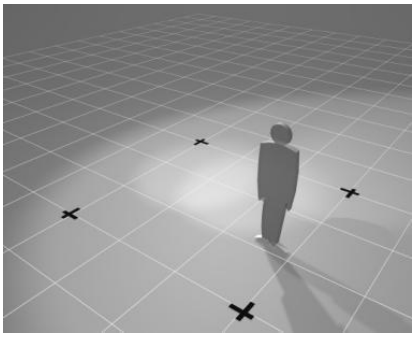
The Exhibition Organiser of the EUBCE takes no responsibility for any eventual consequence of such lack of fulfillment. The Exhibitor and Companies working on their behalf are in charge for this responsibility.

NON-Conforming Stand Assembly
The Organiser of the EUBCE with the assistance of the Safety Service will remove or modify non-conforming parts of stand assemblies and charge the relative costs to Exhibitors. While waiting to carry out modification work, the Exhibitors' Technical Assistance Service may disconnect the electricity supply from the relative stands.

Restitution of Exhibition Space
At the end of the Event, exhibition space must be handed back as per the timings indicated by the Organizer and in the condition in which it was made available.

Own stand constructions: plan & electrical installations

If you prefer to construct your own stand structure, we can provide for you:



- Floor space only - marked clearly with tape.
- 1 kW power supply,
- One daily cleaning service (vacuuming of floor and emptying of wastepaper baskets).

Please send all information about the stand structure and its materials to us before **15 April 2015**, including:

- CAD drawing of the booth structure indicating where the electrical supply is needed.
- Certificates of materials used (if required)

Exhibition structures / materials and their installation must comply with current European safety, accident prevention and environmental protection legislation. Failing this, the Organiser of the EUBCE, in accordance with the event venue management, may provide for removal or modification of installations or stands infringing upon current regulations.

The maximum weight for stationary assemblies and goods transportation is 500kg/m^2.

Stand Inspection
The Exhibitor and Companies working on their behalf must comply all Laws and regulations of Public Security, as well as the whole Law system regarding health of employees.

The Exhibition Organiser of the EUBCE takes no responsibility for any eventual consequence of such lack of fulfillment. The Exhibitor and Companies working on their behalf are in charge for this responsibility.

NON-Conforming Stand Assembly
The Organiser of the EUBCE with the assistance of the Safety Service will remove or modify non-conforming parts of stand assemblies and charge the relative costs to Exhibitors. While waiting to carry out modification work, the Exhibitors' Technical Assistance Service may disconnect the electricity supply from the relative stands.

Restitution of Exhibition Space
At the end of the Event, exhibition space must be handed back as per the timings indicated by the Organizer and in the condition in which it was made available.

Please refer to the Exhibition policies on the Booking form for further details regarding own stand construction.

For all additional stand building work and questions concerning booth designs, we can refer you to the Messe Wien in-house company.

EXPOXX Messebau GmbH
Messeplatz 1
A-1020 Wien / Vienna
Ing. Christian Komosny
T: +43 (0)1 727 20 6100
F: +43 (0)1 720 20 6109
E: christian.komosny@expoxx.at

EXPOXX
Messebau + Events + Displays

USEFUL CONTACTS

ETA Exhibition service team

Benjamin Pantani
+39 - 055 5002280 - (ext 223)
+39 - 055 573425
benjamin.pantani@etaflorence.it

Sinuo Sun, Chinese support
+39 - 055 5002280 - (ext 204)
+39 - 055 573425
sinuo.sun@etaflorence.it

Martina Querforth, Sponsoring
+39 - 055 5002280 - (ext 222)
+39 - 055 573425
martina.querforth@etaflorence.it

ETA-Florence Renewable Energies is the organiser of the 23rd EUBCE 2015

ETA-Florence Renewable Energies
Via A. Giacomini 28
50132 Florence
+ 39 055 500 2280

Address of the event location

Congress Centre management
Reed Messe Wien GmbH
Messeplatz 1
Postfach 277
A-1021 Wien
T: +43 (0)1 727 20-0
F: +43 (0)1 727 20-2359
E: congress@messe.at

www.messecongress.at

Stand Assembly & Furniture

EXPOXX Messebau GmbH
Messeplatz 1
A-1020 Wien / Vienna
Ing. Christian Komosny
T: +43 (0)1 727 20 6100
F: +43 (0)1 720 20 6109
E: christian.komosny@expoxx.at

Download technical stand assembly regulations of the Congress Center

Freight Forwarding:

All goods must be clearly marked with exhibition name and stand number.
Shipment must be sent freight pre-paid and made directly to:

DHL FREIGHT
DHL Global Forwarding (Austria) GmbH
Trabrennstr. 5 / Halle D - 3. Stock
A-1020 Wien / Vienna
Mr. Thomas Hausmeister
T: +43 (0)1 728 31 60
F: +43 (0)1 728 31 60 8790
E: thomas.hausmeister@dhl.com

Catering Services:

Exhibition & Congress Catering Gerstner
Messeplatz 1
A-1020 Wien / Vienna
Andrea Jann
T: +43 (0)1 743 44 22 7830
F: +43 (0)1 743 44 22 7838

Green Decoration / Flowers

Plantical GmbH
Donaufelderstraße 121 A
A-1210 Wien / Vienna
Dr. Christoph Calice
T: +43 (0)1 728 35 40
F: +43 (0)1 728 35 40

Additional stand staff / Hostess

CAM Security GmbH Wien
Messeplatz 1
A-1020 Wien / Vienna
T: +43 (0)1 729 90 94
F: +43 (0)1 729 95 41
E: messe@cam-security.at

Music and sound effects

If you wish music to be played on your stand, you are obliged to inform AKM of this, just as you must ensure that their conditions are strictly adhered to regarding international copyrights for composers, writers and music publishers, when their musical work is performed in public.

AKM
Baumannstraße 10
A-1030 Vienna
T: +43 (0) 507 17-0
F: +43 (0) 507 17-19199
E: direktion@akm.at
www.akm.co.at

Company profile for the Exhibition Catalogue

An **Exhibition Catalogue** will be printed and will be available to all conference delegates, exhibitors and visitors. This catalogue contains profiles of the exhibiting companies and organisations as well as a detailed layout plan of the exhibition area.
Each exhibiting company is entitled to present its products and offered services and to include a short activity profile within this catalogue.

For this purpose please send us by the **8th of April 2015**

- one colour page with your company profile
  if you booked the Full Service Package/Standard equipped exhibition space/Own stand
- two colour pages
  if you booked a Sponsor Package

Formatting options of the profile:
- **.tif/.jpg file, DIN A5 + 3 mm bleed, embedded fonts, 300 dpi resolution**
- **.pdf file, DIN A5 + 3 mm bleed, embedded fonts, 300 dpi resolution**

For this purpose you should send your company profile by the **8th of April 2015** to biomass.exhibition@etaflorence.it. When in doubt, please contact us.

Please address your mail / e-mail to:

etaflorence renewableenergies
Piazza Savonarola 10
50132 Florence (Italy)
Ph. +39 055 5002280
Fax +39 055 573425
e-mail:biomass.exhibition@etaflorence.it

The Catalogue will be printed in vertical DIN A5 (210 mm tall x 149 mm wide)

Double page Exhibition Catalogue Advertisement

We also provide the opportunity to insert a **double page advertisement** in our Exhibition Catalogue to highlight your organisation's logo and activities, with a catchy image and a description/slogan to reach all the visitors and attendees of the event with your message.

The Exhibition Catalogue will be printed in a DIN A5 format and we offer you a double page advertisement for **EUR 500,-**.

Formatting options of the advertisement:
- **.tif/.jpg file, 3 mm bleed, embedded fonts, 300 dpi resolution**
- **.pdf file, 3 mm bleed, embedded fonts, 300 dpi resolution**

For this purpose you should send your company profile by the **8th of April 2015** to biomass.exhibition@etaflorence.it.

ACCESS FOR EXHIBITOR'S STAFF

Please fill in one copy of this form for every staff member that will be working in the exhibition and return it by e-mail to biomass.exhibition@etaflorence.it or fax to +39 055 573425
before the 8th May 2015 to **ETA-Florence Renewable Energies**

Title:* _____ Academic title: _____

Family Name:* _____

First Name:* _____

Company, Organisation: * _____

Department: _____

Street & number:*_____

Postal Code and City:*_____ Country*_____

Tel:*_____ Fax:_____

E-mail (of contact person):* _____

Alternative E-mail: _____

Job position:*

- ☐ Administrative Officer
- ☐ Architect
- ☐ Assistant/Secretary
- ☐ Business Development
- ☐ Chief Executive Officer
- ☐ Chief Financial Officer
- ☐ Chief Marketing Officer
- ☐ Chief Operating Officer
- ☐ Chief Technology Officer
- ☐ Consultant
- ☐ Director
- ☐ Engineer
- ☐ General Manager
- ☐ Managing Director
- ☐ Marketing Manager
- ☐ Marketing Officer
- ☐ Media Officer
- ☐ Policy Officer
- ☐ President
- ☐ Project Manager
- ☐ Researcher Scientist
- ☐ Sales Manager
- ☐ Technical Manager
- ☐ Other (please specify):_____

Sector:*

- ☐ Bioenergy trade
- ☐ Bio-fertilizers
- ☐ Biofuels
- ☐ Biogas and biomethane
- ☐ Bioliquids
- ☐ Biomass feedstock
- ☐ Biomass production
- ☐ Bio-plastics
- ☐ Biorefineries
- ☐ Chemicals
- ☐ Energy crops
- ☐ Energy storage
- ☐ Gasification
- ☐ Heating and cooling
- ☐ Integrated energy systems
- ☐ Power
- ☐ Short rotation forestry
- ☐ Waste management
- ☐ Other (please specify) _____

Gender:

☐ Female ☐ Male

Age:

☐ Below 25 ☐ 51 - 65
☐ 25 – 35 ☐ over 66
☐ 36-50

I accept the general regulations for Registration (published on the website). Please register me for the 23rd EUBCE – Messe Wien Exhibition and Congress Center, 1-4 June 2015

Signature*_____

Date* _____

Please collect the badges at the **Exhibitors registration desk** at your arrival and wear them visibly during the set-up, the event and the dismantling.

We underline that this registration is valid only to access to the **Exhibition area from 1 to 4 June 2015**[1] and does not allow access to the Conference.

*** Required fields**

[1] **- Please use copies of this page if more forms are required -**

ACCESS TO THE CONFERENCE FOR DESIGNATED ATTENDEES

Please fill in one copy of this form for every staff member that will be utilising the free conference admission tickets included in your exhibitor package and return it by e-mail to biomass.exhibition@etaflorence.it or fax to +39 055 573425 **before the 8th May 2015**

Title:*_____ Academic title: _____

Family Name:*_____

First Name:* _____

Company, Organisation: *_____

Department: _____

Street & number:* _____

Postal Code and City:*_____ Country*_____

Tel:*_____ Fax: _____

E-mail (of contact person):*_____

Alternative E-mail: _____

Job position:*

- ☐ Administrative Officer
- ☐ Architect
- ☐ Assistant/Secretary
- ☐ Business Development
- ☐ Chief Executive Officer
- ☐ Chief Financial Officer
- ☐ Chief Marketing Officer
- ☐ Chief Operating Officer
- ☐ Chief Technology Officer
- ☐ Consultant
- ☐ Director
- ☐ Engineer
- ☐ General Manager
- ☐ Managing Director
- ☐ Marketing Manager
- ☐ Marketing Officer
- ☐ Media Officer
- ☐ Policy Officer
- ☐ President
- ☐ Project Manager
- ☐ Researcher Scientist
- ☐ Sales Manager
- ☐ Technical Manager
- ☐ Other (please specify):_____

Sector:*

- ☐ Bioenergy trade
- ☐ Bio-fertilizers
- ☐ Biofuels
- ☐ Biogas and biomethane
- ☐ Bioliquids
- ☐ Biomass feedstock
- ☐ Biomass production
- ☐ Bio-plastics
- ☐ Biorefineries
- ☐ Chemicals
- ☐ Energy crops
- ☐ Energy storage
- ☐ Gasification
- ☐ Heating and cooling
- ☐ Integrated energy systems
- ☐ Power
- ☐ Short rotation forestry
- ☐ Waste management
- ☐ Other (please specify) _____

Gender:

☐ Female ☐ Male

Age:

☐ Below 25 ☐ 51 - 65
☐ 25 – 35 ☐ over 66
☐ 36-50

I accept the general regulations for Registration (published on the website). Please register me for the 23rd EUBCE – Messe Wien Exhibition and Congress Center, 1-4 June 2015

Signature*_____

Date* _____

The badges will be handed out at the Registration/Welcome desk.

We underline that this registration is valid only for **one designated attendee**[1] and is **not transferable**.

Please remember that the EUBCE Dinner is NOT included.

If more people from your company wish to attend the conference, please fill in the registration form available on-line (www.conference-biomass.com) and transfer the appropriate registration fee to **ETA-Florence Renewable Energies**.

*** Required fields**

[1] For Full Service Package and own stand ONE designated attendee for each 9sqm of exhibition space booked. For special agreements please check your contract.

- Please use copies of this page if more forms are required -

EXHIBITORS' DEADLINES

From July 2014	**Exhibition participation quotes available on line** **Booth placements begin** Information brochure for exhibitors online Sponsor opportunities and adverting opportunities online
From September 2014	**Exhibitors list available on line including** ■ Company profile for website ■ Company profile for exhibition catalogue
15 November 2014	**Final payment for early bird exhibition space bookings**
From November 2014	**Exhibitors' Service Manual available online** ■ Information about Delivery, ■ Set up and Dismantling
November 2014 – March 2015	**Final payment of exhibition spaces and sponsor packages** Return forms: ■ Exhibition catalogue page ■ Registration of co-exhibitors ■ Handling of guest cards/ visitors' invitation ■ Visa request
ASAP but before 31 March 2015	**Return forms** ■ Conference registration form for designated attendee ■ Exhibitor staff registration form
Before 31 March 2015	**Send** ■ Exhibitors press material to be included in the official press kit ■ Insurance information ■ Provide information about any exhibit ■ Information about raw spaces use: stand layout (CAD and related certifications about own stand constructions) etc and certifications (e.g. Fire Prevention Safety)
April 2015	**Promotional materials** ■ Visitors information brochure will be finalised and sent out ■ Guest codes for invited visitors will be sent out
ASAP but before **2 May 2015**	■ Order of additional materials and services via website
29 May 2015	■ **From 10:00 until 16:00** Acceptance of parcels delivered by official parcel services and postal services (Post, DHL/ UPS)

31 May 2015	■ **From 13:00 until 17:00** Delivery of materials with trucks and cars (request delivery time) ■ **From 10:00 until 19:00** Set-up for Own Stand ■ **From 13:00 until at least 17:00** Delivery, handling (lift access) and positioning of large plants and machines (previous authorisation needed) ■ **From 14:00 until 19:00** Decoration of Full Service Packages/ Standard Equipped exhibition space Delivery of Exhibitors' press kits at the official press office ■ **From 20:00 ongoing** General cleaning by Messe Wien By this time all stands have to be ready and boxes should be removed from the stands (no assembling or decoration allowed).
Monday 1 June 2015	■ **08.30 – 10.30** Final decoration and preparation of booths to be finalised. ■ **10.30 – 11:30** a second general cleaning will be completed for smaller items such as paper and dust.
From 1 June 2015 to 4 June 2015	■ **23rd European Biomass Conference and Exhibition** **Opening times of the building for exhibitors** SUN 13:00 – 20:00 set up (10.00-20.00 for own stands) MON 07:30 – 18:30 TUE – WED 07:30 – 18:00 THU 07:30 – 22:00 dismantling **Opening hours of the Exhibition: 1 - 4 June 2015** MON after Opening Session - 18:30 TUE – WED 08:30 - 18:00 THU 08:30 - 15:00 **Conference: 1 - 4 June 2014** from 8:30 - 18:30
Monday 1 June 2015	■ 18.00 – 20.00: **Welcome Reception**
Tuesday 2 June 2015	■ 19:30 – 23:00 **EU BC&E dinner**
Thursday 4 June 2015	■ From 15:30 - 22:00: **Dismantling** Exhibition space must be handed back in the condition in which it was made available**.**

If using your own parcel service, please mark your goods with the following label:

PLEASE ADDRESS YOUR DELIVERIES TO:

DHL Freight
Trade Fairs & Events
Trabrennstr. 5 / hall D
A-1020 Vienna
AUSTRIA

23rd EUROPEAN BIOMASS CONFERENCE & EXHIBITION

Messe Wien Exhibition and Congress Center **1 – 4 June 2015**

EXHIBITION MATERIAL FOR CONGRESS CENTER

Name of sender (Exhibiting company name): _____

Stand Nr. _____

Name of your contact in Vienna : _____

Mobile Phone number of your contact in Vienna (reachable from Saturday): _____

PARCEL NUMBER ..... OF ..... *(total)*

NOTES :

If using your own parcel service, please mark your goods with the following label:

PLEASE ADDRESS YOUR DELIVERIES TO:

DHL FREIGHT
DHL Global Forwarding (Austria) GmbH
Trabrennstr. 5 / Halle D
A-1020 Wien / Vienna
AUSTRIA

EUBCE 2015
23rd European Biomass
Conference and Exhibition
1 - 4 June Vienna Austria
Messe Wien Congress and Exhibition Center

MESSE WIEN
Congress Center

23rd EUROPEAN BIOMASS CONFERENCE & EXHIBITION

1 – 4 June 2015

PRESS MATERIAL IN CONGRESS CENTER

Name of sender (Media Partner company name): _____

Name of your contact in Vienna : Ms. Chiara Benetti - ETA Florence Renewable Energies S.r.l.

Mobile Phone number of your contact in Vienna (reachable on Saturday):_____

Stand Nr. _____

PARCEL NUMBER ..... OF ..... *(total)*

NOTES :

Consiging instructions

All freight should be shipped prepaid, and consigned as follows :

a) Airfreight
DHL Freight
Trade Fairs & Events
Trabrennstr. 5 / hall D /
A-1020 Vienna
c/o Exhibition : _EUBCE_____

Exhibitor : _____ Congress Center _____ stand : _____

Notify :
DHL Global Forwarding GmbH
Mr. Christian Höfler ; Tel. : +43 50345-2870

b) Direct shipments
DHL Freight-Trade Fairs & Events
Trabrennstr. 5 / hall D
A-1020 Vienna - Fairground
Attn. : Thomas Hausmeister / Tel. : 0043 (0) 1 728 31 60 /
thomas.hausmeister@dhl.com

c/o : Exhibition : _____EUBCE _____

exhibitor : _____ Congress Center _____ stand : _____

Latest arrival (depends on the date of delivery to the stand)

Airfreight/customs : no later than 4 working days before desired delivery to booth
Direct shipments : same day as desired delivery to booth

Shipping documentation

For customs clearance (non EU goods) we need :

1 invoice english or german 4fold – value in EURO or USD
Consignee :
Exhibitor name
c/o « name of the show »
hall : _____ / stand no : _____
Vienna FAIRGROUND

Or **Carnet ATA**

Goods, which shall been returned after the show, must be packed separat from give aways, prospects and consumables. Also we need separat invoices
After sending your goods, please send us a copy of the AWB/CMR and the invoice.

DHL FREIGHT
Trade Fairs & Events

Official freight handling tariff for trade fairs and exhibitions at the exhibition ground Vienna

valid in 2014

DHL Global Forwarding (Austria) GmbH
DHL Freight Trade Fairs & Events
Messegelände Halle D / 3. Stock
A-1020 Wien, Trabrennstr. 5
Tel.: ++43 / 1 / 728 31 60
Fax: ++43 / 1 / 728 31 60 8790
e-mail general: messe.at@dhl.com
e-mail: firstname.surname(from our employee)@dhl.com

TERMS - BASICS

To the tariff for trade fairs & exhibitions at the exhibition ground Vienna

1.) The exhibition freight handling tariff is valid for all operations and services undertaken on the Vienna fair ground by the official forwarding agent of Reed Messen Wien GmbH. This includes all onsite handling of freight and carrying out of all necessary formalities for domestic and foreign shipments for exhibitors and their agents and partners (stand constructors, carriers etc.) on the fairground Vienna. The freight handling tariff is based on actual valid regulations, wages, rates and calculated on a 5 day week. All rates are calculated on net basis. The VAT will be added due to legal definitions on the forwarding bills and expelled separately. All hires and expenses are payable as soon as the service has provided. Onto the final invoiced amount will a capital financing costs advance commission of 3% be charged. This commission is deductible in case of payment within 14 days.

2.) The billing occurs is per shipment / order / exhibitor

3.) Missing information's (for example weight, dimensions) becomes when necessary and possible determinate and complemented. In all cases are following minima valid:

Individual packages	500,00 kgs	Value:	€	10.000,00
Shipments up to 6 loading meters	4000,00 kgs	Value:	€	25.000,00
Shipments up to 13,60 loading meters	10000,00 kgs	Value:	€	50.000,00

4.) The exhibition forwarders liability and with the delivery of the exhibition goods or empty packing materials to the exhibition booth, even if the exhibitor or his representative is not present. With regard to the return transport said liability is only resumed with the collection of the exhibition goods from the booth, even if the shipping documents and/or an transport order were delivered to the exhibition forwarder office prior to the collection. If the exhibition booth has been left without the goods being fetched, that always happens so onto the danger of each exhibitor.

5.) Empty packing materials will be collected and stored by the official forwarder only upon specific order. If there are empties still in the halls just prior to the opening of an event, the official forwarder is authorized to remove them upon the organizers request, even if no explicit order was given by the exhibitor. The charges incurred are for the exhibitors account. Empty packing materials will be insured only upon specific written order. Only empty packing materials can be regarded as empties. No liability will be accepted for possible contents.

6.) Eventually externally recognizable damages must be recorded on the working/delivery order by receiving the goods. All claims of whatever nature must be made in written at the forwarders office immediately. Verbal claims alone cannot be accepted.

7.) A transport insurance which reduces your entrepreneur risk in regard to the different liability limitations can be provided by the official forwarder against your separate order

8.) All orders are undertaken strictly as per the "Austrian Forwarders Terms and Conditions" latest issue. Copies are available on request in our office.

9.) SVS prohibition customers must announce this in writing before/while placing the order.

10.) Vienna is venue for all parts always

1.) Unloading and delivery to the booth of individual pieces up to 2500,-- kgs

Individual shipments of more than 2500 kg – add. Point 4
Volume ratio: 3x measuring (1cbm. = min. 333,-- kg)

1a	Unloading at forwarders warehouse up to Free delivered booth (first touch) **Incl. Storage**	Courier shipments –per piece- up to 15,-- kg **Minimum** up to 200,-- kg Each add. 100,-- kg	€ € €	**40,00** **90,00** 25,00
1b	Unloading direct at the exhibition hall up To free delivered booth (first touch) **Exclusive Storage**	**Minimum** up to 2.000,-- kg Each add. 100,-- kg Maximum up to 6 loading meters Maximum up to 14 loading meters	€ € € €	**130,00** 3,40 **221,00** **295,00**

2.) Customs clearance

2a	Cancellation or settlement of transit documents	Per declaration	€	50,00
2b	Customs clearance **in bond**, incl. 1 customs tariff item	Per clearance Each add. Customs tariff item	€ €	**140,00** 10,60
2c	Definitive Customs clearance, incl. 1 customs tariff item	Per clearance Each add. Customs tariff item	€ €	**140,00** 10,60
2d	Proportionately customs examination fee	Per clearance	€	**51,00**
2e	Issuing of a EUR 1	je	€	27,00

3.) Handling of empties, packed goods, consumables

3a	**Handling of the empties** Pick up, storage during the show, redelivery	Per cbm. Minimum	€ 	**40,00** 2 cbm.
3b	**Handling of packed goods** Pick up, storage during the show, redelivery	Per cbm. Minimum	€ 	**50,00** 2 cbm.
3c	**Handling of consumables, prospects, etc.**	Per delivery and cbm.	€	**50,00**

4.) Jobs at the booth (packing, assembly aids, manpower, etc)

Un- and Reloading will be charged according to point 1

Supply of manpower

Invoicing only by full hours. Approach and departure is included in the rates

4a	**Transport worker**	Per hour and worker	€	**38,50**
		Minimum		2 Std.
4b	**Supervisor / skilled packer**	Per hour and worker	€	**41,20**
		Minimum		2 Std.
4c	**Work team** = 4 workers, incl. tools	Per hour and team	€	**180,00**
		Minimum		3 Std.

Supply of equipment

Invoicing only by full hours. Approach and departure is included in the rates

4d	**3,5 to. Forklift,** incl. driver	Per hour and forklift	€	**109,00**
		Minimum		1 Std.
4e	**5,0 to. Forklift**, incl. driver	Per hour and forklift	€	**112,00**
		Minimum		1 Std.
4f	**8,0 to. Forklift**, incl. Driver	Per hour and forklift	€	**127,00**
		Minimum		1 Std.
4g	**30to. Mobile crane**, incl. Driver	Per hour and crane	€	**130,00**
		Minimum		4 Std.
4h	**40to. Mobile crane**, incl. Driver	Per hour and crane	€	**150,00**
		Minimum		4 Std.
4i	**Truck** with tail loader; capacity **750kg**; 3,5 Ldm.	Per hour and truck	€	**45,00**
		Minimum		4 Std.
4j	**Truck** with tail loader; capacity **10to**.; 6 Ldm.	Per hour and truck	€	**56,00**
		Minimum		4 Std.

Additional equipment

4k	Hand palette truck – caution (deposit) € 100,00	Per hour	€	**18,00**
4l	Handcart – caution (deposit) € 100,00	Per hour	€	**16,00**
4m	Plastic- or metal strip machine	Per hour	€	**8,00**
4n	Heavy duty trolley (set = 2 pieces)	Per hour	€	**25,00**
4o	Crane hook + shackle	Per hour	€	**18,00**

5.) Additional charges

5a	Exhibition logistics fee, incl. Telephone, documentation	per 100,-- kg	€	**1,60**
	per in- and outbound; each	Minimum	€	4,00
		Maximum	€	80,00
5b	Deduction, by receiving the order until 24hours before working start	On Pos. 5a		**-50%**
5c	SVS Forwarders insurance	Based on SVS Tabelle		
5d	Customs bond fee in- and outbound; each way 0,50% on the Value	Minimum	€	**26,00**
5e	Not deductable outlay fee for taxes, duties, freights 3% of the amount	Minimum	€	**26,00**
5f	Translation	Per page	€	**9,30**

6.) Surcharges- working in overtime, holiday, weekend

Surcharge for the tariff item	1	2	3	4a – 4j
Overtime (Mo.-Fr.) 17.00-22.00 und 06.00-08.00h	50%	50%	€ 15,00 / cbm.	50%
Night (daily) 22.00 – 06.00h	100%	100%	€ 20,00 / cbm.	100%
Saturday 06.00 – 22.00h	50%	50%	€ 15,00 / cbm.	50%
Sunday and holidays (whole day)	100%	100%	€ 20,00 / cbm.	100%

7.) Transport to the fairground

Volume ratio: 3x measuring (1cbm. = 333,--kg)

7a	Pick up from DHL groupage package terminal Vienna	Minimum up to 100 kg	€	**25,00**
	Transport up to free arrival Vienna fairground	Each add. 100 kg	€	8,70
7b	Pick up from the airport Vienna/Schwechat	Minimum up to 100 kg	€	**32,00**
	Transport up to free arrival Vienna fairground	Each add. 100 kg	€	9,80
	Add.: local airport handling charges			

8.) Additional material

8a	Cardboard box (59 x 39 x 36cm)	Per piece	€	5,20
8b	Bubble foil	Per meter	€	2,70
8c	Tape	Per roll	€	3,20
8d	Wedge large	Per piece	€	2,20
8e	Wedge small	Per piece	€	2,10
8f	Nails	Per kg	€	4,00
8g	Wire (1brunch = 5,5kg)	Per brunch	€	21,50
8h	Metal strip	Per meter	€	1,40
8i	PVC strip	Per meter	€	1,10
8j	Cardboard box, incl. Palette	Per piece	€	37,20
8k	Euro – Palette	Per piece	€	18,20

9.) Charges for return transport / Outbound handling as per Pos. 1 - 8

10.) Additional services, not mentioned in this tariff

If you need any kind of additional service, please do not hesitate to ask for a separate and individual quotation.

If using your own parcel service, please mark your goods with the following label:

PLEASE ADDRESS YOUR DELIVERIES TO:

DHL Freight
Trade Fairs & Events
Trabrennstr. 5 / hall D
A-1020 Vienna
AUSTRIA

23rd EUROPEAN BIOMASS CONFERENCE & EXHIBITION

Messe Wien Exhibition and Congress Center **1 – 4 June 2015**

EXHIBITION MATERIAL FOR CONGRESS CENTER

Name of sender (Exhibiting company name): _____

Stand Nr. _____

Name of your contact in Vienna : _____

Mobile Phone number of your contact in Vienna (reachable from Saturday): _____

PARCEL NUMBER ..... OF ..... *(total)*

NOTES :

Logistics and freight forwarding for the materials to be displayed at the EUBCE Press Wall

Materials need to be delivered by 29 May 2015 at your own costs.

All goods must be clearly marked with the destination label enclosed and must be sent freight pre-paid.
Shipment must be made directly to DHL who is the freight forwarder for the Messe Wien Congress Center:

DHL FREIGHT
DHL Global Forwarding (Austria) GmbH
Trabrennstr. 5 / Halle D - 3. Stock
A-1020 Wien / Vienna
Thomas Hausmeister
T: +43 (0)1 728 31 60
F: +43 (0)1 728 31 60 8790
E: thomas.hausmeister@dhl.com

DOWNLOAD LABEL TO MARK YOUR GOODS ADDRESSED TO DHL

Please be aware that DHL charges a handling fee for every single package which is delivered to them: we therefore advise you to try and send the least amount of packages possible in order to limit costs. In addition DHL will apply a storage charge to all packages delivered to them in the days prior to the event: we therefore advise you to try and arrange your freight arrival only a few days before the EUBCE to limit both the costs and the chances of them being misplaced

It will also be possible to send your goods directly to the Congress Center without utilising the DHL forwarding services. But please be aware that:

Deliveries addressed directly to the Congress Centre will only be possible on FRIDAY 29th MAY, from 10am to 4pm.
A EUBCE representative will be present to oversee deliveries

All deliveries addressed directly to the Messe Wien Exhibition & Congress Center that arrive outside of these hours will be rejected and you may have to re-arrange delivery with your courier.

MESSE WIEN EXHIBITION & CONGRESS CENTER
Congress Center Entrance
Messeplatz 1, Postfach 277
A-1021 Wien
AUSTRIA

DOWNLOAD LABEL TO MARK YOUR GOODS ADDRESSED TO THE CONGRESS CENTER

We remind you that no deliveries will be accepted by DHL on the **Tuesday 2 June** and **Wednesday 3 June** during the event.

All materials exposed in the press wall should be dismantled on Thursday 4 June 2015 from 17h30 and picked up the same evening before 22h00.
Material left at the poster area after expiry of breakdown hours will be considered as waste disposal and removed.
If it is not possible for you to pick up the material in time, please contact our partner DHL to arrange pick up and storage. DHL will charge a fee for this service.

EXHIBITORS' PLANNING LIST

Your personal checklist will assist you to remember important activities for the preparation of your stand at the 23rd EUBCE in Vienna in 2015.

Have you organised .....?

	To send your company profile for the exhibition catalogue / website
	To send the name of the company as you want it published
	To send the forms with the details of the exhibition staff and of the designated attendee
	To send the description of your stand (design & construction and certification)
	To order extra services
	To take out a public liability insurance and insurance for stock during the 23rd EUBCE, including transport, mantling and dismantling activities.
	To advertise your presence at the 23rd European Biomass Conference and Exhibition
	A basic first aid, aspirin, breath mints, cough drops...
	Brochures for distribution in your stand
	Business Cards, Order Forms / Contracts
	A camera for taking promotional pictures of your stand
	The catering for your stand
	Communication and data processing tools like phone, fax, printer, modem - if required, there will be connection at your stand!
	Client / Customers' invitations to the 23rd European Biomass Conference and Exhibition
	Editorial and press release
	Entertainment and special features in your stand
	Extra electrical and plumbing requirements
	To hire equipment (for example: animated displays, furniture, green plants or flowers, etc.)
	Product order forms or gadgets
	Office supplies: pens, staplers, markers, appointment books, a knife, scissors, PC disks / USB sticks, CD Rom, express mail labels, envelopes, strapping tape
	Staff for your stand on the exhibition days (internal, external, hostesses, security staff) and during the mantling and dismantling time
	Toolbox (with i.e. velcro, cleaning supplies, strapping tapes, touch-up paint & electrical supplies)
	Freight forwarders to and from the exhibition
	Travel and accommodation for your staff

EXHIBITORS MEET THE PRESS

Delivery of Exhibitor's Press Materials to the Press Office

Make your press releases / press kits available for journalists

Exhibitors can deliver their press releases / press kits here to make them available to the press representatives accredited for this event. This service is available **free of charge** for all exhibitors.
On-site, please deliver your documents to the Press Office on **Sunday 31 May 2015 from 14:00 to 18:00.**

Exhibitors' News for the Press

We are offering the possibility to insert information about new products and latest innovations in the 'Exhibitors News' , which will be included in the official press kit of the event. This service is **free of charge**.

Deadline for your contributions is 15 May 2015.

Opportunity to hold your own Press Conference

Organise your own press conference directly at the Messe Wien!

By booking a **time slot** in the **Press Conference Room** you can benefit that your press conference will be included in the overall schedule of press events published on the EUBCE website. In this way, you can attract all journalists accredited to the 23rd EUBCE.

The minimum time slot is 1 hour with approx. 15 min for preparation and dismantling.

The offered room is equipped as follows:

- 1 presidency table with 2 seats and 1 microphones, electrical supply and beamer connection cable
- 20 seating places in class room style, equipped with headphone monitoring for indiviual voice registration by audience with own devices
- 1 lectern with wired standard micros, electrical supply and beamer connection cable
- 1 projection surface on white wall
- 1 beamer 1.500 ANSI LUMEN to be connected from the presidency table or lectern
- 1 AV Technician
- 1 table for brochures or further materials inside the room
- 1 high welcome desk with two high stools in front of the room
- 1 wireless micro hold on back up

Fee: EUR 250,- / slot.

Additional services can be provided on request (not included in the slot rental fee):

- catering
- hostess
- simultaneous translations
- notebook

Date and time:
time slots are available on Monday, June 1 2015 and Tuesday, June 2 2015.

The booking will be valid only after written confirmation of payment by the organisers. **Bookings will be made on a first-come, first-served basis**.

Contact for provision of facilities for your Press Conference:
pressoffice@etaflorence.it
Please contact by 20 April 2015 latest.

Registration:
Please fill in the attached booking request form, sign and return it by fax or scanned by email indicated above **by 20 April 2015 at the latest**.

For further information request please contact pressoffice@etaflorence.it

Exhibitor's Press Conference Booking Request

Please indicate here your preferred slot(s) and return by **latest 30 April 2014**.

	timing	Monday, 1 June 2015	Tuesday, 2 June 2015
	09:00 - 10:00	**booked**	
	10:30 - 11:30		
	12:00 - 13:00		
	13:30 - 14:30		
	15:00 - 16:00		
	16:30 - 17:30		

We wish to book ____ slot(s) x EUR 250/slot + VAT = Total EUR _____

Exhibitor's Company_____ Represented by _____

First name _____ Last name_____

Position _____

Telephone _____ Mobile _____

Fax_____

E-mail _____

Invoicing:

Organisation/Company _____Contact person_____

Tel_____E-mail_____

Address _____

City _____ Country _____ Code

_____

VAT-ID-No.: _____

Date: ……..... Signature: ……

Fill in the Press Conference Booking Form and fax to: +39 055 573425 or send it by e-mail to:
pressoffice@etaflorence.it

Booking will be valid only after written confirmation from the Conference organisers.

Bank transfer in **Euro** to: Account holder: ETA Srl Bank account No.: 00001885803 Swift Code: PASCIT MM FIR IBAN: IT 20K 01030 02835 000001885803	Bank: Monte dei Paschi di Siena Ag.26, Piazza Savonarola 22 I- 50132 Florence

REGISTRATION TO ADDITIONAL NETWORKING OPPORTUNITIES

LUNCH & DINNER

Please fill in and return this form by mail to registration@etaflorence.it or fax to +39 055 573425 before the 8th of May to **ETA-Florence Renewable Energies**

Title:* _____ Academic title: _____

Family Name:* _____

First Name:* _____

Company, Organisation: _____

Department: _____

Street & number:* _____

Postal Code and City:* _____

Country:* _____

Tel:* _____ Fax: _____

E-mail (of contact person):* _____

Alternative E-mail: _____

Mobile: _____

EUBCE Dinner

Please specify number of tickets required * ____

	until 25 March 2015	from 26 March until 30 MAY 2015	Onsite from 31 May 2015
Per ticket	95 EUR	100 EUR	110 EUR

Networking Lunch

Please choose days *:

☐ **Mon 1 June 2015** ☐ **Tue 2 June 2015** ☐ **Wed 3 June 2015** ☐ **Thu 4 June 2015**

	Available until 15 MAY 2015	from 16 May and Onsite
Per day, per person	30 EUR	Not available

To access to the lunch area you need to be registered to the Conference or Exhibition.

Payment Options

Payment must be made in EURO by:

❑ **Visa** ❑ **Euro/Master Card**

Credit Card Number _____ Expiry date _ _ /_ _ CVV N° _____

Card Holder _____ Signature_____

❑ **Bank Transfer in Euro**
Monte dei Paschi di Siena, Ag. 57, Florence, Italy
Account holder: ETA-Florence Renewable Energies
Swift code: PASCITM1W17
IBAN: IT05A0103002858000063104007
Copy to be sent via fax to the following number: +39 055 573425

Please mention name/s of participant/s and organisation.
All bank charges must be covered by the transmitter.

Confirmation upon receipt of payment
ETA S.r.l. is not liable for eventual fraudulent and illegal use of your credit card by third parties during the act of payment of products and/or services acquired.

❑ I have read the Privacy policy statement and I accept to provide my personal data, which will be treated according to the Italian law (art. 13 of D. Lgs. 196/2003), ETA will maintain and use this data in observance of the personal data treatment regulations.

*** Required fields**

Accommodation

To reserve your room in Vienna, please contact HRS, the official partner of the EUBCE 2015.
Booking here:

HRS Guarantee

- HRS price assurance with money-back guarantee
- Secure SSL data transfer
- Data protection guaranteed
- Transparent pricing – no hidden charges
- Reservations free of charge
- Arrival is possible at any time
- Immediate booking confirmation
- Free for HRS guests: Use of an Internet terminal at the hotel, Free use of the sauna, Wireless LAN in room

  The rate is subject to daily modifications and availability.

IMPORTANT INFORMATION !

Please be aware that some of our exhibitors and delegates have been contacted by some bogus companies called **Exhibitors Housing Services (EHS)**, **Convention Expo Travel** and **Global Housing Solutions (GHS)** that claim to have discounted prices for hotels near the Messe Vienna Congress & Exhibition Centre and that ask for financial details to book rooms in such hotels.

We wish to highlight the fact that these companies are in no way affiliated with the EUBCE or the Messe Vienna Congress & Exhibition Centre, they are not trustworthy and we ask you to not pass any of your details, any signed forms or any financial information on to them or to other companies that might contact you offering deals on hotel rooms.

We are currently doing our best to warn all participants of the risks posed by such companies and their malicious activities, in order to safeguard the respected reputation gained by the EUBCE and the trade show sector over the years.

A dedicated page will soon be available on this website with indications on hotels and other accommodation in Vienna during the week of the event.

We remain at your complete disposal for further information.

INFORMATION ABOUT REGISTRATION

REGISTRATION - badge handling for access to different event areas:

- Access for exhibitor's staff: how to register using the included conference admission tickets
- Access for designated attendees: how to register using the included conference admission tickets
- Registration to additional networking opportunities - lunch & dinner: how to register to EUBCE Dinner and Networking Lunch
- Access for visitors of the exhibition with Guest cards

Access for exhibitor's staff

- 3 passes to be used by exhibitors staff are included for each 9m^2
- 1 additional pass for every further completed 3m^2

The badges will be available for pick up on site at the exhibitors welcome desk.

Access for designated attendees

Free Conference admissions according to the booked space as follows:

- 1 free Conference admission for every 9m^2 of booked exhibition space

Registration to additional networking opportunities - lunch & dinner

The **EUBCE Dinner** will be the most captivating social event of the European Biomass Conference and Exhibition week. Exhibitor's staff and designated attendees interested in taking part in the EUBCE Dinner should purchase tickets.

Exhibitor's staff and designated attendees interested in taking part in the **networking lunches** should purchase tickets before the event. Tickets have to be booked by 15 May 2015 and will not be available on site.
To access the lunch area you will need to be registered for the Conference or the Exhibition.

Access for visitors with Exhibitors' Guest Passes

For each 9m^2 of booth surface booked, exhibitors will receive 2 "four days" passes and 8 "single day" passes to the exhibition. These guest passes will be sent by email to each exhibitor to allow them to invite clients, partners and guests to visit their stand at the event.

The invited guests will be able to register for the exhibition through the online portal on the EUBCE website by filling in their details and inserting the personalised guest code provided to them.

Please be aware that each code is valid for one person and can be used only once.
Digital modifiable invitation tickets which can be forwarded to the guests together with their personal promotional guest code will also be made available.

Additional guest passes and visitors entrances can be booked on the event website:
http://www.eubce.com/Registration.2532.0.html#.VFJE7zSG9IE

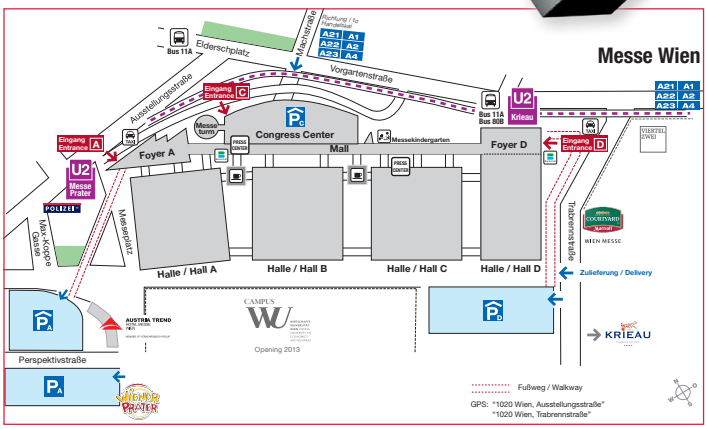
EUBCE 2015
23rd European Biomass Conference and Exhibition
1 - 4 June 2015 | Vienna, Austria
Messe Wien Exhibition and Congress Center
EXHIBITION COMPLIMENTARY GUEST PASS
Company logo
Register directly on the EUBCE website using the promotional codes provided

Messe Wien Exhibition & Congress Center

Anything goes

Parkplätze Messe Wien

Parking at Messe Wien



kostenpflichtig / *pay-to-park*	Kapazität *Capacity*	Basis-Parkgebühr[1] *Basic Parking Fee*[1]	zusätzliche 30 min. *additional 30 min.*	pro Stunde *per hour*
Parkhaus A / *Multi-storey car park A*	1.400	3,00	1,50	-
Tiefgarage Congress Center / *Underground car park Congress Center*	700	3,00	1,50	-
Parkhaus D / *Multi-storey car park D*	1.900	3,00	1,50	-
Parkplatz A / *Car park A*	326	3,00	1,50	-
Busparkplatz / *Car park - busses*	30	-	-	12,00

[1] Basis-Parkgebühr für die erste Stunde / *Basic parking fee for the first hour.*
Alle Preise in Euro inkl. 20 % USt. / *All prices in Euro incl. 20 % VAT*

Sondertarife (nur für Veranstalter)

Mehrtägiges Parkticket (auf Anfrage/Vorbestellung) — EUR 6,70 pro Tag/pro Stück

Ausfahrtsticket (auf Anfrage/Vorbestellung) — EUR 6,70 pro Stück

Preise in Euro exkl. 20 % USt.

Parkticket-Verlust

EUR 60,00 pro Stück inkl. 20 % USt.

Zufahrt

Parkhaus A / Parkplatz A / Busparkplatz
Zufahrt über Praterstern - Ausstellungsstraße - Max-Koppe-Gasse oder über Handelskai - Machstraße - Ausstellungsstraße - Max-Koppe-Gasse

Tiefgarage Congress Center
Zufahrt über Vorgartenstraße

Parkhaus D
Zufahrt über Vorgartenstraße - Trabrennstraße

Busparkplatz
Zufahrt über Praterstern – Ausstellungsstraße – Perspektivstraße oder über Handelskai – Machstraße – Ausstellungsstraße – Perspektivstraße

Zahlungsmöglichkeiten

Bargeld und bargeldlose Bezahlung auf dem Parkplatz A und in den Parkhäusern A und D.

Behinderten-Parkplätze

Behinderten-Parkplätze befinden sich in den Parkhäusern auf allen Decks direkt bei den Stiegenhäusern. Alle Parkhäuser sind mit behindertengerechten Aufzügen ausgestattet.

Parken von überdurchschnittlich hohen Fahrzeugen

Fahrzeuge mit bis zu 3 Meter Höhe können im Erdgeschoss des Parkhauses D (Trabrennstraße) geparkt werden.

Special Fees (only for organisers)

Multiple day parking ticket (on request/pre-ordered) — *EUR 6.70 per day/per ticket*

One day parking ticket-single use (on request/pre-ordered) — *EUR 6.70 per ticket*

Prices in Euro excl. 20 % VAT

Loss of parking access tickets

EUR 60.00 per ticket incl. 20 % VAT

Vehicle Access

Multi-storey car park A / Car park A
Access via Praterstern - Ausstellungsstraße - Max-Koppe-Gasse or via Handelskai - Machstraße - Ausstellungsstraße - Max-Koppe-Gasse

Underground car park Congress Center
Access via Vorgartenstraße

Multi-storey car park D
Access via Vorgartenstraße - Trabrennstraße

Car park - busses
Access via Praterstern – Ausstellungsstraße – Perspektivstraße or via Handelskai – Machstraße – Ausstellungsstraße – Perspektivstraße

Methods of payment

Cash and cash-free payment facilities are available at car park A and in the multi-storey car parks A and D.

Parking for marked disabled driver cars

There are parking spaces for disabled persons next to the staircases in the multi-storey car parks on every deck. All the multi-storey car parks are equipped with disabled-friendly lifts.

Parking for unusually high vehicles

Vehicles up to a height of 3m can be parked on the ground floor of multi-storey car park D (Trabrennstraße).

Alle Angaben vorbehaltlich allfälliger Satz- und Druckfehler. Preisänderungen vorbehalten. Stand: 04/2013 / *Subject to errors, printing and typesetting mistakes. Prices are subject to change without notice. As of Apr. 2013.*

Reed Exhibitions®
Messe Wien
Congress Center

Reed Messe Wien GmbH
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A-1021 Wien

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E congress@messe.at
www.messecongress.at

Firmenbuch-No. FN 201772z
Handelsgericht Wien

UID: ATU 50469005

Lkw Stellplätze im Osten

– Exhibition policies for 23rd EU BC&E –

1. GENERAL REGULATIONS

ETA srl (registered in Italy, VAT 043 480 60 486) is the organiser of the event and alone is empowered to accept or reject applications and to allocate stands. Its decisions are final.

The signed exhibition contract constitutes a legally binding contract for the exhibitor. All stands are confirmed in writing and the position allocated is definitive. The organiser reserves the right to change the allocation of stand in case of unforeseen and/or unavoidable circumstances, beyond its control.

Reselling of stand space is strictly forbidden without the prior authorisation of ETA. In all cases the resell price must not exceed the prices stated in the organiser's Annual Event publications (leaflets, websites, etc). Intermediaries, i.e. agents, shall be responsible for the payment irrespective of the client's payment to the intermediary.

The technical regulations of the venue and its partners must be respected. Deadlines set by ETA srl, its partners and the Messe Vienna Exhibition & Congress Centre (hereinafter called "RMW") in its role as venue manager of Messe Vienna Exhibition & Congress Centre must be met .

2. PAYMENT TERMS AND CONDITIONS

VAT handling
The Exhibitor's VAT ID no. (if existent) is needed and shall be disclosed.
- All prices are excluding VAT
- Italian companies: plus 22% VAT
- Other EU countries incl. Austria: reverse charge procedure in accordance with Article 196 VAT Directive 2006/112/EC
- Companies located in a country outside the European Union (third party country): no VAT if business proof is provided, otherwise plus 22% VAT.

Exhibition Early Birds
Preferential prices are valid till 15 November 2014 (postage, email or fax date) In order to benefit from the early bird rate, the fully payment needs to be made before 15 November 2014. Afterwards, the standard rate will be applied. An additional 5% on the amount still due will be surcharged as a penalty and an interest of 0.75 % per month will be added to the total amount still due.

Reservations made between 15 November 2014 and 31 March 2015
The advance payment of 50% of the total price of the stand and taxes (if applicable) must be made by the exhibitor (or a representative of the exhibitor) within the 30 days of the date of the booking. The invoice will be send upon the receipt of the exhibition contract.
The remaining amount due, 50% of the total price of the stand and taxes (if applicable) is to be paid by 31 March 2015.
After the 15 days an additional 5% on the amount still due will be surcharged as a penalty and an interest of 0.75 % per month will be added to the total amount still due.

Reservations made after 31 March 2015
100% of the total price is to be paid by the 30th April. Only those exhibitors who have made this payment can be allotted a definitive stand (in order to do so, the exhibitor will provide the Organiser with a proof of payment).

3. REDUCTION,CANCELLATION OF SPACE OR CHANGE OF THE STAND TYPE

Reduction of reserved space until 31 March 2015
Exhibitors reducing the size of their stand will automatically be charged 50 EUR per m^2 of reduced space to cover administrative costs.

Reduction of reserved space after 31 March 2015
No reduction of space will be accepted after 30 April 2015, unless agreed by ETA. In the latter case, any m^2 of reduced space will be charged and due.

Cancellation
Withdrawal must be made by registered post to the management of ETA. For cancellations made before 31 March 2015, the invoiced amount for the stand will be due. For cancellations after 31 March 2015 the Exhibitor has to pay the full amount as for the original rented space. These cancellation policies will come into effect in all cases and whatever the reason for the withdrawal may be. Cancellation fees will be invoiced. Any bank charges are to be paid by the exhibitors.

In case of non-payment by the dates specified on the invoice, ETA reserves the right to reallocate the reserved stand. The exhibitors, however, remain bound by their registration contract in the ETA cancellation policies.
Stands will only be placed at the disposal of participants when they have fulfilled all the obligations as stipulated in the contract.

4. BANKRUPTCY OR LIQUIDATION

In case the exhibitor becomes bankrupt or enters into liquidation other than for the purpose of reconstruction or amalgamation, or has a receiver appointed, the organiser shall be at liberty to terminate immediately the contract with the exhibitor, to cancel the allocation of exhibition space to the exhibitor and to forfeit all sums paid by the exhibitor.

5. PAVILIONS / JOINT STANDS / AGENCIES

Energy & trade associations, national governments or agencies can organise a national pavilion to host companies from their country. The following rules apply for a national pavilion:
The organiser of a pavilion is responsible for organising the stand e.g. payment, stand construction,correspondence with its co-exhibitors etc.
The organiser of the pavilion will be charged 250 EUR per each co-exhibitor – to cover administration costs and the company description in the exhibition catalogue.
There will be one single invoice for the total space rented. This invoice has to be paid by the organiser of the pavilion within 30 days following the issue of the invoice by ETA.
There will be one single invoice for the co-exhibitors fees issued to the organiser of the pavilion. ETA will not invoice co-exhibitors separately.
The comprehensive list of co-exhibitors must be submitted at least two months prior to the event in order to include the full list of co-exhibitors in the Exhibition catalogue.
The resell price charged by the organiser of a pavilion must in no way exceed the prices stated in the ETA Annual Event publications (leaflets, websites etc).

6. CO- EXHIBITORS

An exhibitor can host a limited number of other companies on the same stand surface, e.g. a $18m^2$ booth can host a maximum of 5 co-exhibitors.
An exhibition contract needs to be submitted for each co-exhibitor.
The exhibitor will be charged 250 EUR for each co-exhibitor to cover administration costs and the description of the co-exhibitor in the Exhibition catalogue.

7. MEETING ROOMS

The organiser may provide meeting rooms to be rented by the exhibitors. These rooms are rented daily at an additional charge, and depending on availability. Any additional meeting room services, such as catering, rental of AV equipment etc. are to be arranged and covered by the exhibitor, and using the indicated suppliers.
Reservations will be invoiced by 100% of the total price is to be paid within 15 days of the invoice date but a minimum of 30 days prior to the event, whatever comes first.

8. EXHIBITION RULES

Exhibitors are responsible for the activities performed on their behalf in the event venue, either directly or by third parties, during the set-up, exhibition and dismantling phases. The Exhibitor must delegate a stand manager who will be the sole contact person responsible for all matters regarding the stand (i.e. stand construction, administrative tasks and technical regulations).

Advertising on site is only possible through the channels offered by the organiser. Publicity material may only be handed out at the Exhibitor's stand.

The organiser shall print and distribute the official event catalogue, without assuming any responsibility for possible omissions or errors. This publication will include the information (name, type of product, etc.) of Exhibitors and the registered companies based on the forms sent by the deadline. The organiser may also, without responsibility for any omissions or errors, print and distribute other publications to illustrate and promote the Exhibition at any time and in any context, including Internet, using the information (corporate name, type of product) supplied by the various exhibitors and companies registered.

Noisy publicity of any kind, and in particular the use of loudspeakers, is prohibited.

All information relating to the constructing, fitting and dismantling of stands will be sent to each exhibitor in the form of a link to an on-line exhibitor manual, which includes order forms for technical installations (water, telephone, electricity, furniture etc) to be sent to the nominated sub-contractors. These installations are at the expense of the exhibitor, as are the related costs for consumption and use. Each "space only" exhibitor is responsible for passing the information from the exhibitor manual to their stand constructor.
All exhibitors stand constructors and other suppliers must adhere to the rules and regulations within the exhibitor manual. The set-up, stand structure, furnishings, accessories, materials and objects/exhibits displayed, together with the installation and use of stand areas, must comply with current EU legislation concerning safety, fire and accident prevention and environmental safeguard.

The exact timetable of move in on Sunday 31 May 2015 and move out on Thursday 4 June 2015 will be given in the exhibitor manual and must be followed by the exhibitors. Extension of build up, breakdown days beyond those fixed by ETA will be at an additional charge to the exhibitor and depend entirely on the availability of the venue.

When delivering goods to the doors the access routes for emergency vehicles and the areas reserved for them must be kept free.

When bringing objects of any kind (e.g. stand components and decorations, or technical equipment) which cannot be carried into the Congress Center, only handling aids with rubber tyres/castors may be used. The maximum weight for goods transportation and stationary assemblies is 500kg/m^2.

The setting-up of stands (structure + design) must be pre-approved by the exhibition organisation that ensures that the local regulations are respected. The setting up of stands (structure and decoration) must be executed with materials that are not easily flammable and which do not give off harmful gases under the effect of heat.

Any "Own stand- space only" exhibitor are welcome to build a complex stand or a stand over 2.50 m but will need a written authorization. In this case he will need to inform the organisers and submit stand plans according to the details and deadlines provided in the exhibitor manual. Any installations or decorative elements that could affect another exhibitor in any way are prohibited.
Lettering, constructions and decoration of any kind which render the stand higher than the locally permitted limit of 2,50m require written approval from RMW. The construction of stands on two floors is, without exception, not allowed.

Any parts or exhibits exceeding the dimensions of the stand limits may be removed from the exhibition area by the organisers at the expense of the exhibitor. The exhibitor is responsible for organising his stand so that all exhibits can be examined and demonstrated within the stand limits.

Carpeting must be laid under all stands. Separate exhibits or displays which do not form part of an exhibition must stand on rubber stoppers or underlay material.
During the assembly and dismantling work, and the event itself, care must be taken to prevent scratching of the parquet flooring by sharp objects.

Only residue free adhesive felt and adhesive tape may be laid on the floor and on the stand walls. The use of double-sided adhesive tape is prohibited. No adhesives or paints containing solvents may be used anywhere in the Congress Center.
When using cleaning materials care must be taken to avoid damage to the coating of the parquet flooring.

The exhibitor undertakes to keep his stand open throughout the duration of the exhibition. He also undertakes not to remove any exhibits or dismantle his stand before the end of the exhibition.

Photos & videos will be taken/recorded during the event. ETA reserves the right to use this material for advertising and dissemination purposes (publication on event website, brochures, conference proceedings or similar).

In all matters, the organiser's decision is final.

9. BRINGING OF HEAVY/BULKY/DANGEROUS GOODS

Exhibitors bringing in of heavy weights or bulky goods (i.e. vehicles, machines or stoves) need prior written approval by ETA and RMW at least 60 days prior to the opening to the public(see Exhibitors manual). Exhibitors wishing to conduct presentations of machines in production or work in state or any dangerous product are required to obtain a written authorisation from ETA and from RMW at least one month prior to the opening to the public.

10. INSURANCE & CIVIL LIABILITY

For the entire duration of the exhibition time including set-up and dismantling days, exhibitors must be insured by an agreement with an insurance company covering civil liability, stand material and the goods exhibited, whether these goods or material are their own or a third party's property.
Subject to article 10 (Civil liability) below, by way of their participation, exhibitors automatically relinquish all claims, in the event of an accident or damage against:

- ETA
- RMW
- The exhibitors at the exhibition, the exhibition visitors and the Conference participants
- The directors, representatives, managers and officials appointed by these persons or bodies.

The Exhibitor is responsible for any damage to a third-party, caused either by himself, by his employees or his materials and instruments.
Responsibility for the custody and surveillance of stands and their contents during hall opening times, both during the exhibition and during assembly and dismantling phases, lies with the respective Exhibitors.

RMW provides specific surveillance services for a fee. Services rendered by security bodies other than those used by RMW are not permitted while the halls are closed. The exhibiting company and its representatives confirm that ETA in no way takes responsibility for loss, injury or damage to items or persons, whatever the cause may be, before, during, or after the event.

ETA is responsible under civil law in its capacity as organiser of the exhibition. This liability shall in no case extend to the damage caused neither to participants of the event, nor to rented goods by third parties.
RMW is responsible for its civil liability in its capacity as owner of the premises and of fixed or temporary installations used for the exhibition, as well as for the management of the concerns and handling of the activities it administers directly.

11. CIVIL LIABILITY

ETA in its role of organiser is responsible under civil law in its capacity as organiser of the exhibition and any other related events it organises. This liability shall however in no case extend to the damage caused to visitors, exhibitors or rented goods by third parties, unless in the event of death or injury exclusively caused by ETA's negligence.

RMW is responsible for its civil liability in its capacity as owner of the premises and of fixed or temporary installations used for the exhibition, as well as for the management of the concerns and handling of the activities it administers directly.

Exhibitors shall not be entitled to any compensation should political or economic circumstances or a case of "force majeure" prevent the exhibition from being held, or limit its size or modify its nature. Should it not be possible for the exhibition to open, all rental fees shall remain the property of the organiser up to a sum corresponding to the amounts for which he is already committed.

The organiser reserves the right to modify at any time the provisions of the present regulations.

In any disputes that may arise concerning the execution or interpretation of the present General Regulations, both parties agree that to the competence of the relevant court of law in Florence, Italy.

ORGANISER CONTACT:

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